



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Scott Doubet
Subject: Technical Vacancy
Date: September 6, 2006

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement **Monday, September 18, 2006**, in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Friday, September 22, 2006**. Applicants will not be accepted after that time and date.

NOTE: Applications will be accepted from permanent IDOT employees only within District Two.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Karon Hamrick or Karla Gathard at 217/782-5594.

CE IV

Squad Leader
Division of Highways
Region 2/District 2
Dixon

Attachments
32025

Resumes **must be received** by the Bureau of Personnel Management, Room 110, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/782-0931) by 4:30 p.m. on **Friday, September 22, 2006**. Please include address, daytime phone and position for which applying if not already listed on applications or resume. Applicants will be notified in writing to schedule interviews. **NOTE: Applications will be accepted from permanent IDOT employees only within District Two. A copy of each applicant's ACTIVE Illinois Professional Engineer License MUST accompany application for this position.**



Illinois Department of Transportation

Position Summary Sheet

An Equal Opportunity Employer

Classification: Civil Engineer IV

Position Title: Squad Leader

Position Number: PW114-23-52-303-10-01

Salary Range: \$4,395 - \$7,005

IPR#: 32025

Appointee:

Name _____

Salary _____

Effective Date _____

Office Use Only

Office/Central Bureau/District:

Highways / Region 2 / District 2 / Dixon / Bureau of Program Development

Description Of Duties:

This position is accountable for supervising the activities of engineers and technicians engaged in the preparation of location studies and in designing and preparing plans for highway facility improvements.

Special Qualifications:

The following criteria is required:

- **An Illinois Professional Engineer license**

The following criteria is desired:

- Eight years of experience in civil engineering, two years of which should have been supervising engineering functions.
- Strong oral and written communication skills.

Remarks:

Please limit application and/or resume to two pages.

ILLINOIS DEPARTMENT OF TRANSPORTATION

POSITION DESCRIPTION

DATE: 03-18-05

POSITION: Squad Leader

APPROVED BY:
Gregory Mounts

OFFICE: District 2
Program Development

POSITION CODE: PW114-23-52-303-10-01

REPORTS TO: Project Engineer

Position Purpose

This position is accountable for supervising the activities of engineers and technicians engaged in the preparation of location studies and in designing and preparing plans for highway facility improvements.

Dimensions

Number of Contracts and Location Studies: 4 – 20 per year
Program Value of Contracts and Studies: \$1 - \$40 Million per year

Nature and Scope

This position reports to the Project Engineer, as does the Senior Project Leader position.

This position functions in an environment that is characterized by fluctuations in the number of project studies and plan preparation assignments received and in the prescribed timeframes for completion of assigned projects. The data compiled by this position must be sufficiently documented in the individual project reports to obtain design approval. To accomplish the accountabilities of this position, the incumbent must possess a thorough knowledge of highway technology as it relates to the planning functions, contemporary designs, land acquisition procedures, material investigations, and construction, maintenance, and traffic operations.

Typical problems of this position include interpretation of policy and procedures and resolution of problems relating to the implementation of design policy to develop a highway design that will provide a safe, efficient, cost effective facility with minimal adverse social and environmental impact. The incumbent's greatest challenge is to coordinate the efforts of the squad sufficiently to meet letting deadlines, while ensuring that the studies and plans prepared for transportation facility improvements are completed in the most efficient manner.

The incumbent is accountable for the determination of lines and grades, hydraulic requirements, pavement analysis, and special details required for complete designs. He/She also supervises the layout of horizontal alignments, the development of vertical guidelines, and the determination of preliminary design elements. The incumbent must determine the scope of work and coordinate the projects with outside agencies. This requires developing a project schedule that allows sufficient lead time to obtain required documents before the submittal deadline. He/She supervises the determination of construction limits and the establishment of required right-of-way to be purchased. He/She reviews and approves final written reports before the submittal deadline. In addition, this position is responsible for calculating quantities for all pay items to assure accuracy and completeness; plotting field notes on plan and profile and cross-section sheets; preparing and/or checking earthwork computations to obtain the most economical and adaptable designs; and conducting field reviews of affected sections before, during, and after construction.

In accomplishing the objectives of this position, the incumbent must operate within the limits of prescribed design standards and specifications as detailed in the Bureau of Design and Environment Manual, Standard Specifications for Road and Bridge Construction, Department Policies and Federal and State regulations. These, in conjunction with input from the Project Engineer, serve as the basic restrictions to the Squad Leader's ability to make decisions and produce a final product. The incumbent is responsible for the evaluation of his subordinate staff. All matters pertaining to promotion and discipline are referred to the Project Engineer. The incumbent is required to advise the Project Engineer of final recommendations and any project detail that may become publicly or ecologically controversial.

The incumbent's internal contacts include other sections within the Bureau of Program Development for coordination of surveys, cost estimates, utility adjustments and agreements, and coordinating right-of-way needs. The incumbent has regular contacts with the District Bureaus of Project Implementation for soil surveys and construction information, and Operations for accident data, traffic control coordination of safety projects, and to obtain signing data and information regarding maintenance problems and landscaping. The incumbent's external contacts occur on an occasional basis and may include the FHWA, county, local municipal officials, and private parties to provide and gather information regarding highway improvements, and the Bridge and Traffic Structures Section of the Central Bureau of Design and Environment for matters relating to hydraulics and structures and regarding policies, procedures, and design approvals.

The effectiveness of this position is measured by the quantity, quality, and timeliness of studies and plans prepared by the incumbent's squad and consulting engineers, while at the same time presenting the safest and most cost-effective design possible with the least adverse social and environmental consequences.

Principal Accountabilities

1. Prepares project reports, documenting design details in accordance with policy and substantiating those design details contrary to policy so that improvements are developed in a manner consistent with Department objectives.
2. Responsible for ensuring that plans prepared within the Squad are accurate, complete, and in compliance with design standards and specifications, and depict the most cost-effective designs.
3. Coordinates the activities of subordinate personnel with other sections within the Bureau to ensure that studies and plans are completed in time to meet prescribed letting dates.
4. Responsible for the preparation of general notes and/or special provisions to clearly explain special design details or construction procedures.
5. Performs duties in compliance with departmental safety rules.
6. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.